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15 January 1965

TO :

FROM : Chief, Records Administration Staff/DDS

SUBJECT: Meeting of Records Officers, 27 January 1965

1. I am pleased to announce that the guest speaker for our meeting on 27 January will be [REDACTED]

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[REDACTED] His topic will be "The Role of Reports Management in An Agency Management Information and Reporting Complex".

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2. I hope that we can have a particularly good turn-out for this meeting and I look forward to seeing you there.

3. The meeting will be in Room 1E-78 at 10:30 A. M.

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